



NY LICENSE CENTER CLAIMING RECORD(S) GUIDE

November 6, 2015



Table of Contents

NY License Center Claiming Record(s) Instructions	1
'My NY.gov ID' login screen	2
Accessing NY License Center	3
Claim Existing License Record(s)	4
Identity Wizard Step 1	5
Identity Wizard Step 2	6
Identity Wizard Steps 3, 4 & 5.....	7
Amend Contact Information To Add Email Address	8
Claim License Record(s) Using Email PIN Code	16
Link Licenses Step 1	19
Sample email	22
Link Licenses Step 2	25
Link Licenses Step 3	26
'Manage My Licenses' Tab	27

NY License Center Claiming Record(s) Instructions

The information provided is to help guide you through the process of claiming an existing license or linking a new license to your NY License Center Account.

Note, these instructions assume you already have a 'My NY.gov' account which will grant you access to the NY License Center. If you do not have an account please refer to the 'Applicant User Guide for the License Center'. This guide is available on the Department of State website at www.dos.ny.gov/licensing. Select the type of application or license you are trying to claim. Scroll down until you see the link 'Applicant User Guide for the License Center (doc).'

This example is from the 'Waxing' screen:

Waxing

The practice of "waxing" means providing for a fee, or any consideration or exchange, whether direct or indirect, services to enhance the appearance of the face, neck, arms, legs, or shoulders of a human being by the removal of hair by the use of depilatories, waxes or tweezing but shall not include the practice of electrolysis. *It is the responsibility of licensees to understand the Appearance Enhancement Law. (pdf)*

License Requirements

Fees and terms of licensure

Forms: (all forms are Adobe PDF Format)

- Waxing Application
- Appearance Enhancement Business/Area Renter Application
- Experience Statement
- Special Testing Arrangements Request
- Health Certification Form
- Credit Card Authorization Form
- Appearance Enhancement/Barber Business Closing Form
- Duplicate License/Registration Request
- Change Notice (Required when changing a name or address)

Examination Information:

Examination Scheduling Policy

Written Exam:

Appearance Enhancement Written Examination Procedures

Written Examination Sites

Legal Memoranda [PDF](#)

Appearance Enhancement and Barber E-Licensing System Update

Applicant User Guide for the License Center (doc)

License Center Amendments Guide (doc)

NYS Appearance Enhancement Advisory Committee

Frequently Asked Questions

News

- **NEW** - Sign for Appearance Enhancement Businesses
- **NEW** - Appearance Enhancement Recall: AvON ergonomic Eyelash Curler
- **NEW** - 2015 Appraiser Qualification Changes
- **NEW** - Appearance Enhancement and Barber E-Licensing System Update
- **NEW** - Updated Real Estate Licensing Regulations (doc)

EMPIRE STATE DEVELOPMENT
Small Business Resources

NY
LICENSE CENTER

NYS Appearance Enhancement and Barber Licensing Services FAQ

Select Links

- Related Web Sites
- Complete Forms Listing
- Law Books Listing
- Administrative Hearing Decisions and Consent Orders [PDF](#)
- Legal Memoranda
- Request License History or Certification
- Real Estate Board
- Contact Division of Licensing Services

Consumer Links

- Real Estate Commissions
- Consumer Publications & Information

Help Prevent Fraud

Scroll down until you find the document

'My NY.gov ID' login screen

After logging into your 'My Ny.gov' account you may access the 'NY License Center.'



The screenshot shows the 'My NY.gov Online Services' login page. At the top, there is a dark blue header with the text 'My NY.gov Online Services' and a search bar on the right. Below the header, there is a section titled 'Please login after reading the Acceptable Use Policy below'. The main login area is a white box with a dark blue header that says 'NY.gov ID'. Inside this box, there are fields for 'Username:' and 'Password:', followed by a 'Sign In' button. Below the button, there is a link for 'Forgot your Username or Password?' and a link for 'NY.gov ID - Terms of Service'. Below the login box, there is a link for 'Agency Assistance & Contact Information'. At the bottom, there is a section titled 'ACCEPTABLE USE POLICY FOR USERS OF NY.gov' with a paragraph of text.

Search all of NY.gov

My NY.gov Online Services

State Agencies

Please login after reading the Acceptable Use Policy below

NY.gov ID

Username:

Password:

Sign In

[Forgot your Username or Password?](#)

[NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

ACCEPTABLE USE POLICY FOR USERS OF NY.gov

This application uses the New York State (hereinafter State) Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies or terms of service implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the

Accessing NY License Center

Once you are on MyNy screen select the option for NYS License Center.

The screenshot displays the MyNy interface with two main sections. The top section, titled "You have access to the following services", is currently empty. The bottom section, titled "You can sign up for the following services", lists several options, each with an image, title, description, and a "SIGN UP" button. The options are: SLMS (Statewide Learning Management System), Labor Online (Department of Labor Online Services), MyDMV (Motor Vehicles Online Services), TEACH Application (Teacher Certification), NYS License Center (NYS License Center), and Plan Marketplace. A yellow callout box points to the "NYS License Center" option with the text: "Select NYS License Center - Note: This selection may look different when you login."

You have access to the following services

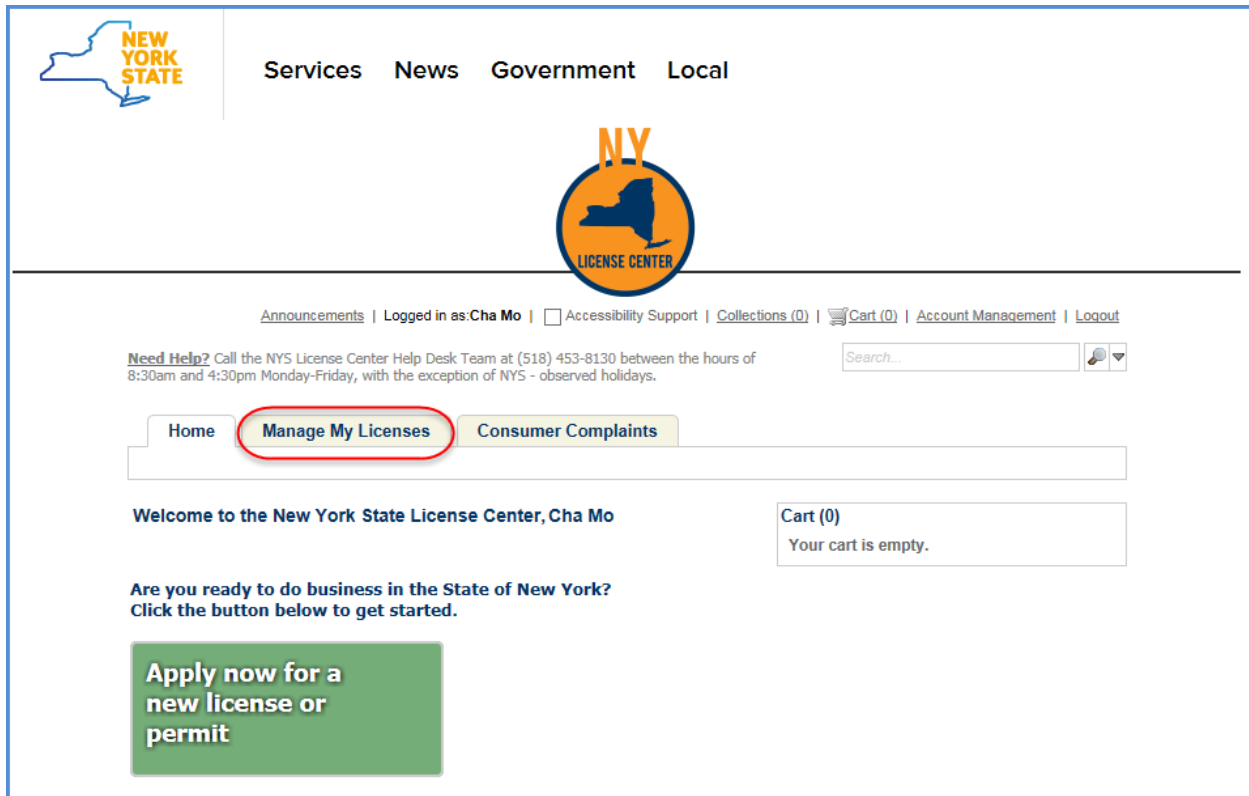
You can sign up for the following services

- SLMS**
Statewide Learning Management System.
SIGN UP
- Labor Online**
Department of Labor Online Services
SIGN UP
- MyDMV**
Motor Vehicles Online Services
SIGN UP
- TEACH Application**
Teacher Certification
SIGN UP
- NYS License Center**
NYS License Center
SIGN UP
- Plan Marketplace**
SIGN UP

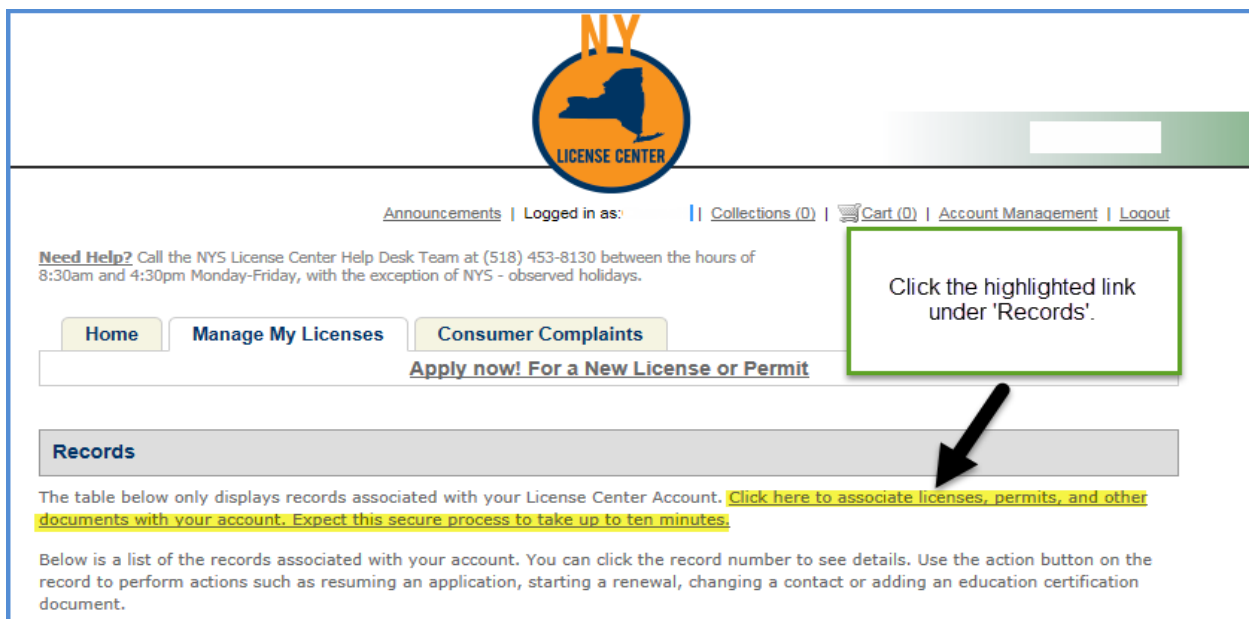
Select NYS License Center - Note: This selection may look different when you login.

Claim Existing License

From the NY License Center home page click on 'Manage My Licenses' tab.



After selecting the 'Manage My Licenses' tab click on the link ('Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.') The link is in the description under 'Records'.



After selecting the link you are directed to Identity Wizard.

Identity Wizard requires answers to specific questions in order to verify your identity prior to granting access to license records matching the information provided.

Identity Wizard Step 1

‘Choose License Type’

Click radio button for ‘Individual/Professional’ or ‘Business’.

The screenshot shows the 'Choose License Type' step of the Identity Wizard. At the top, there is a navigation bar with the New York State logo and links for 'Services', 'News', and 'Government'. Below this is a large orange and blue circular logo with 'NY' and 'LICENSE CENTER'. A progress bar indicates the current step is 'License Type', followed by 'Required Information', 'Questionnaire', and 'Summary'. The main content area is titled 'Choose License Type' and includes the instruction: 'To claim an existing license, please select the license type below and click Next.' Below this, the question 'What type of license are you claiming ?' is followed by two radio button options: 'Individual/Professional' and 'Business'. A red box highlights these options, and a red callout bubble points to them with the text: 'Click on 'Individual/Professional' or 'Business' radio button'. A 'Next' button with a green arrow is located at the bottom right of the form. The footer contains a dark grey bar with links: 'Home | Contact | Privacy | Disclaimer | Site Map | Accessibility | FOIL'. Below this, there is another row of links: 'Agencies', 'App Directory', 'Counties', 'Events', and 'Programs', with the New York State logo on the left.

NEW YORK STATE

Services News Government

NY LICENSE CENTER

License Type Required Information Questionnaire Summary

Choose License Type

To claim an existing license, please select the license type below and click Next.

What type of license are you claiming ?

☐ Individual/Professional

☐ Business

Click on 'Individual/Professional' or 'Business' radio button

Next →

Home | Contact | Privacy | Disclaimer | Site Map | Accessibility | FOIL

NEW YORK STATE


Agencies App Directory Counties Events Programs

Services

Identity Wizard Step 2

'Required Information'

Complete the required information and click 'Next'.



License Type

Required Information

Verification Advisory

Questionnaire


Summary

Individual Information

Please fill in as much of your personal information as possible, so we could match your data more accurately.

First Name: *

Last Name: *

Date Of Birth: 

SSN: *

Residence Address

Please fill in your current residence information

Address Line 1/POB: *

Address Line2:

City: *

State: * ▼

Zip: *

Phone Number:

Back

Next

Identity Wizard Step 3

'Verification Advisory'

Read the 'Verification Advisory,' if you agree, click on 'I Agree' to continue.

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Services News Government

NY LICENSE CENTER

License Type Required Information **Verification Advisory** Questionnaire Summary

Verification Advisory

This information will be used to verify your identity. To prevent the illegal use of your identity and credit information, we use a verification process based on you answering few multiple choice questions. These question are designed so that someone other than you could not answer them.

Back I Agree

Home | Contact | Privacy | Disclaimer | Site Map | Accessibility | FOIL

NEW YORK STATE

Agencies App Directory Counties Events Programs

Services

Identity Wizard Steps 4 & 5

Follow the on screen instructions to complete the 'Questionnaire' and 'Summary' steps.

When the Identity Wizard process is complete you have access to the license record(s) that match the identity information provided.

Click 'Manage My Licenses' tab to view license record(s) linked to the account.

Linking an Existing License Record is complete!

Please Note: If you are unsuccessful claiming your license, you may contact the phone number provided at the end of the Identity Wizard and a customer service representative will manually assist you with the claiming process.

Amend Contact Information Adding Email Address

After you have completed the linking process you must amend your contact information to include your email address. Providing your email address allows the Division of Licensing Services to send you important correspondence regarding your application and/or license record(s). You will be notified via email when the status of your application or license has been updated (for example, when a license is issued or when it is time to renew). You also receive email notification when your examination scores have been updated. Email is a fast and effective way to receive updates from the Division of Licensing services.

Adding Email Address Step 1

Click 'Manage My Licenses' tab and select 'Amendment' under the Action column.

The screenshot shows the NY License Center website interface. At the top, there is a navigation bar with links for Services, News, Government, and Local. Below this is a header section with the NY License Center logo. The main content area includes a search bar and a navigation menu with tabs for Home, Manage My Licenses, and Consumer Complaints. The 'Manage My Licenses' tab is active, showing a section titled 'Records'. Below this, there is a table of records with columns for Date Opened, Record Number, Agency, Record Type, Expiration Date, Status, Action, and Description. The first record is dated 11/06/2015, with Record Number AENS-A-15-00693, Agency DOS, and Record Type Nail Specialty Application. The 'Action' column for this record contains a button labeled 'Amendment', which is circled in red and pointed to by a red arrow.

Announcements | Logged in as: Cha Mo | Collections (0) | Cart (0) | Account Management | Logout

Need Help? Call the NYS License Center Help Desk Team at (518) 453-8130 between the hours of 8:30am and 4:30pm Monday-Friday, with the exception of NYS - observed holidays.

Search...

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

Records

The table below only displays records associated with your License Center Account. [Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.](#)

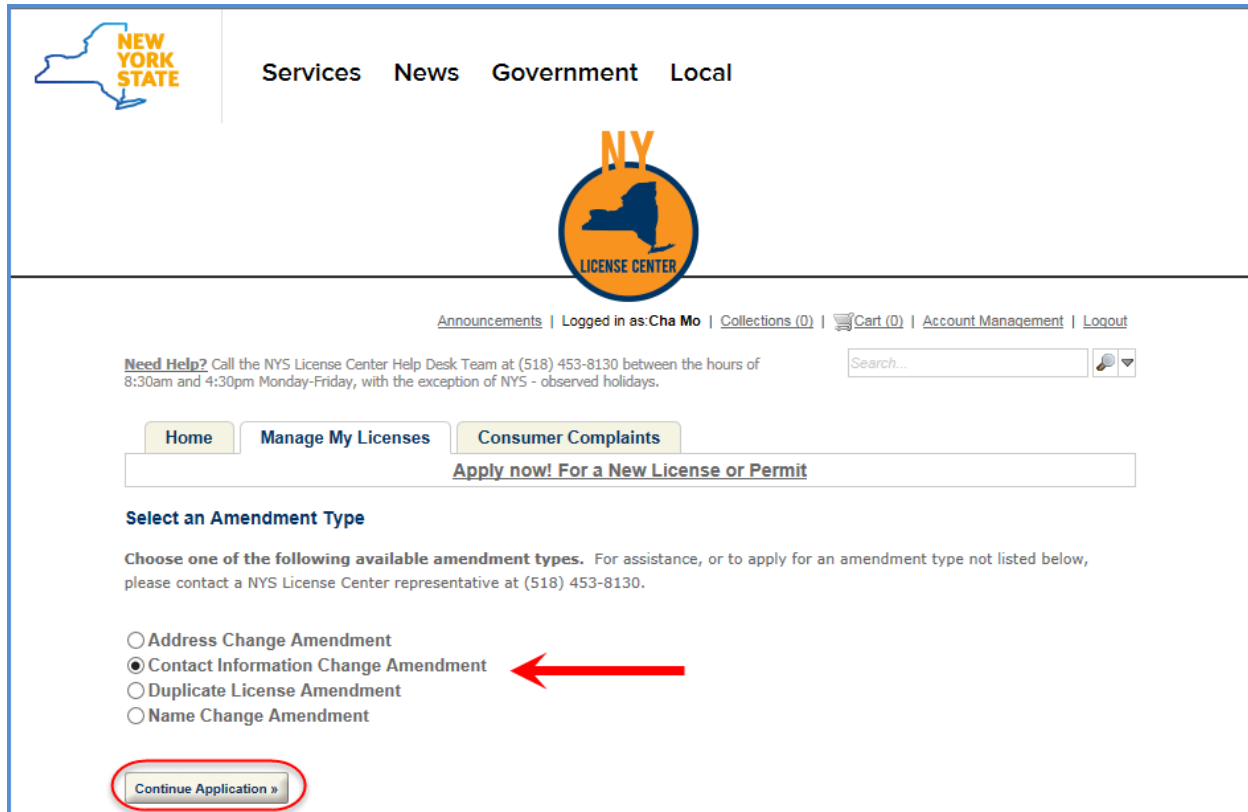
Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.

Showing 1-20 of 112 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/> Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/> 11/06/2015	AENS-A-15-00693	DOS	Nail Specialty Application		Eligible for Exam	Amendment	

Adding Email Address Step 2

Click radio button for 'Contact Information Change Amendment' and then select 'Continue Application'.



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Search...

[Home](#) [Manage My Licenses](#) [Consumer Complaints](#)

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Select an Amendment Type

Choose one of the following available amendment types. For assistance, or to apply for an amendment type not listed below, please contact a NYS License Center representative at (518) 453-8130.

☐ Address Change Amendment

☒ **Contact Information Change Amendment**

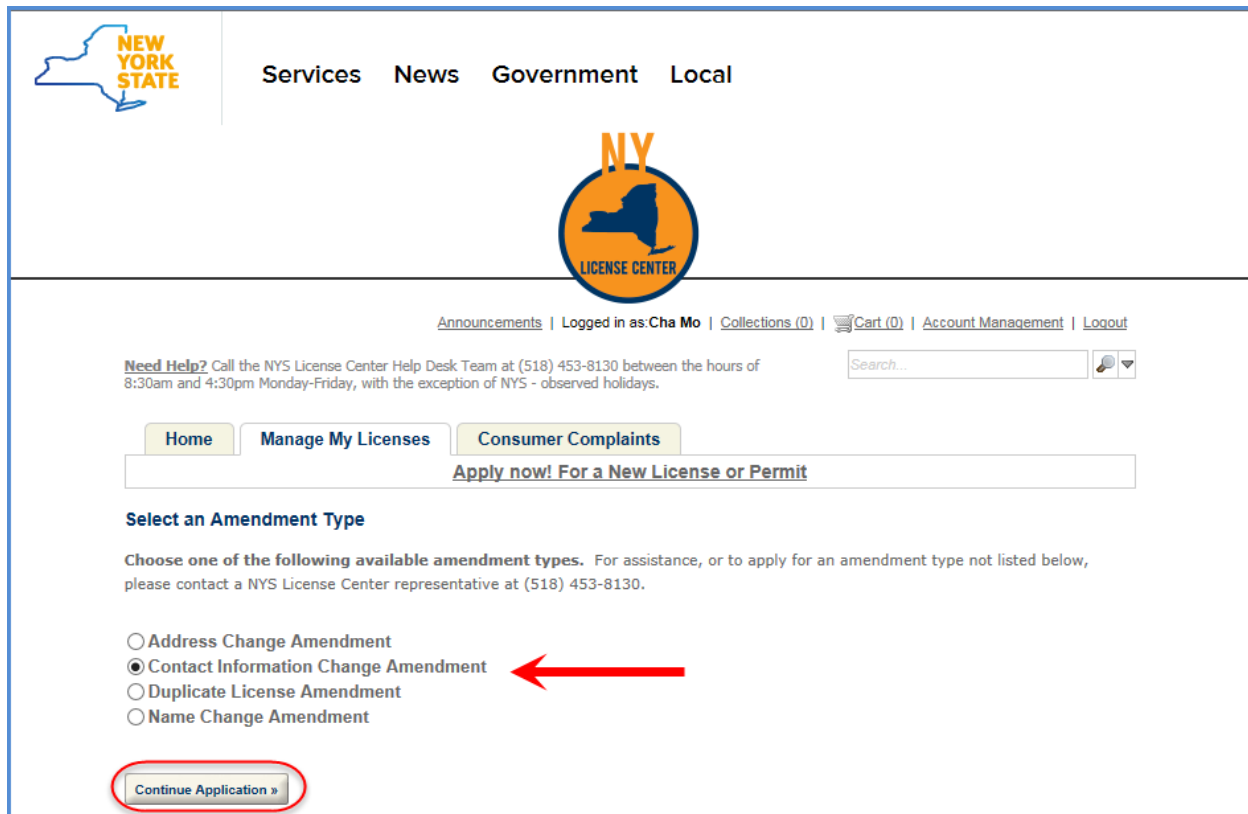
☐ Duplicate License Amendment

☐ Name Change Amendment

Continue Application »

Adding Email Address Step 3

Click 'Continue Application'



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Search...

[Home](#) [Manage My Licenses](#) [Consumer Complaints](#)

Apply now! For a New License or Permit

Select an Amendment Type


Choose one of the following available amendment types. For assistance, or to apply for an amendment type not listed below, please contact a NYS License Center representative at (518) 453-8130.

- ☐ Address Change Amendment
- ☒ Contact Information Change Amendment
- ☐ Duplicate License Amendment
- ☐ Name Change Amendment

Continue Application »

Adding Email Address Step 4

Check the box indicated for 'Email Address', enter 'New Email Address', type a brief description and click 'Continue Application'.



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[Home](#) | [Manage My Licenses](#) | [Consumer Complaints](#)

[Apply now! For a New License or Permit](#)

Contact Information Change Amendment

1 Amend

2 Attach Documents

3 Review

4 Record Issuance

Step 1 : Amend > New contact information

Please select each item you wish to change by checking the box to the right. Enter the new information in the box that appears below.

* indicates a required field.

Contact Amendment

CONTACT AMENDMENT INFORMATION

Social Security Number:

☐

Date of Birth:

☐

Email Address:

☒


New Email Address: *

Phone Number:

☐


* Please provide a brief description of the reason for your change request:

[Continue Application »](#)

[Save and resume later:](#) 

Adding Email Contact Step 5

Click 'Continue Application', this will add the email address provided to each record listed under **AMEND**.



[Announcements](#) | Logged in as: | [Collections \(0\)](#) | [Cart \(0\)](#) | [Account Management](#) | [Logout](#)

Need Help? Call the NYS License Center Help Desk Team at (518) 453-8130 between the hours of 8:30am and 4:30pm Monday-Friday, with the exception of NYS - observed holidays.

Home

Manage My Licenses

Consumer Complaints

Apply now! For a New License or Permit

Contact Information Change Amendment

1 Amend

2 Attach Documents

3 Review

4 Record Issuance

Step 1: Amend > Records to update

We have located the following associated Application, License, or renewal records in your profile. Please confirm that you wish to change all of the records where the **Change this Record?** is **Yes**.

If you do NOT wish to change particular record(s), please select the record(s) by checking the box to the left of the **Record ID**. Click the **Edit Selected** button.

NOTE: You may use the **Select All** feature by checking the box to the left of **Record ID**.

Once you have confirmed your selection(s), please click the **Continue Application** button.

* indicates a required field.

Records to be Changed

AMEND


For Change this Record?: please select either Yes or No. Click the 'Submit' button. NOTE: The Record ID, Record Description, and Fee are NOT editable.

Showing 1-2 of 2

<input type="checkbox"/> Record ID	Record Description	Change this Record?	Fee	Actions
<input type="checkbox"/> AEC-A-15-00047	Cosmetology Application	Yes	0	Actions
<input type="checkbox"/> AEC-T-15-00023	Cosmetology Temporary License	Yes	0	Actions

Edit Selected

Continue Application »

Save and resume later: 

Adding Email Contact Step 6

Click 'Continue Application'.

You are not required to upload any documentation when adding or amending email address information.

[Home](#) [Manage My Licenses](#) [Consumer Complaints](#)
[Apply now! For a New License or Permit](#)

Contact Information Change Amendment

1 Amend 2 **Attach Documents** 3 Review 4 Record Issuance

Step 2 : Attach Documents > Supporting Documentation
Please provide a document for each of the following changes :

1. SSN Change Documentation : Acceptable forms of documentation are: Social Security Card
2. Date of Birth Change Documentation: Acceptable forms of documentation are: Birth Certificate, NYS Drivers License, US Passport.

* indicates a required field.

Attach Supporting Document

No documentation has been identified that requires upload, please click Continue below to proceed.


NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.
html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Select from Account](#) [Upload Documentation](#)

[Continue Application »](#)

Save and resume later: 

Adding Email Address Step 7

If your 'New Email Address' is correct click 'Continue Application'.

If needed you may edit your email address selecting the 'Edit' button under Contact Amendment.

Step 3 : Review

[Continue Application »](#)

Save and resume later:

Please review all information below. Click the 'Edit' buttons next to the section you wish to edit or click 'Continue Application'

Record Type

Contact Information Change Amendment

Contact Type to Change

CONTACT TYPE TO CHANGE

Edit

Please select the contact type you would like to change: Individual

Contact Amendment

CONTACT AMENDMENT INFORMATION

Edit

Social Security Number: No

Date of Birth: No

Email Address: Yes

New Email Address: noreply@gmail.com

Phone Number: No

Please provide a brief description of the reason for your change request: Adding email address to my contact information.

Records to be Changed

AMEND

Edit

Record ID	Record Description	Change this Record?	Fee
AEC-A-15-01041	Cosmetology Application	Yes	0
AEC-T-15-00176	Cosmetology Temporary License	Yes	0

< >

Attach Supporting Document

Edit

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.
html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Continue Application »](#)

Save and resume later:

Adding Email Address Step 8

Confirmation screen displays contact information change amendment record number.

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[Home](#) | [Manage My Licenses](#) | [Consumer Complaints](#)

Apply now! For a New License or Permit

1 Review Cart | 2 Payment information | **3 Application Submitted**

Step 3 : Application Submitted
Your application(s) has been successfully submitted. Please click on the Home tab to view available menu options.

Confirmation

☒ Your application(s) have been successfully submitted. If fees are associated with your application, click on the Print/View Shopping Cart Receipt button to print/view your Shopping Cart Receipt. To print/view an agency receipt with agency specific data, click on the application link and select view details under the Fees section on next page.

DOS
A15-000278 Contact Information Change Amendment

Adding your email address to the contact information is complete!

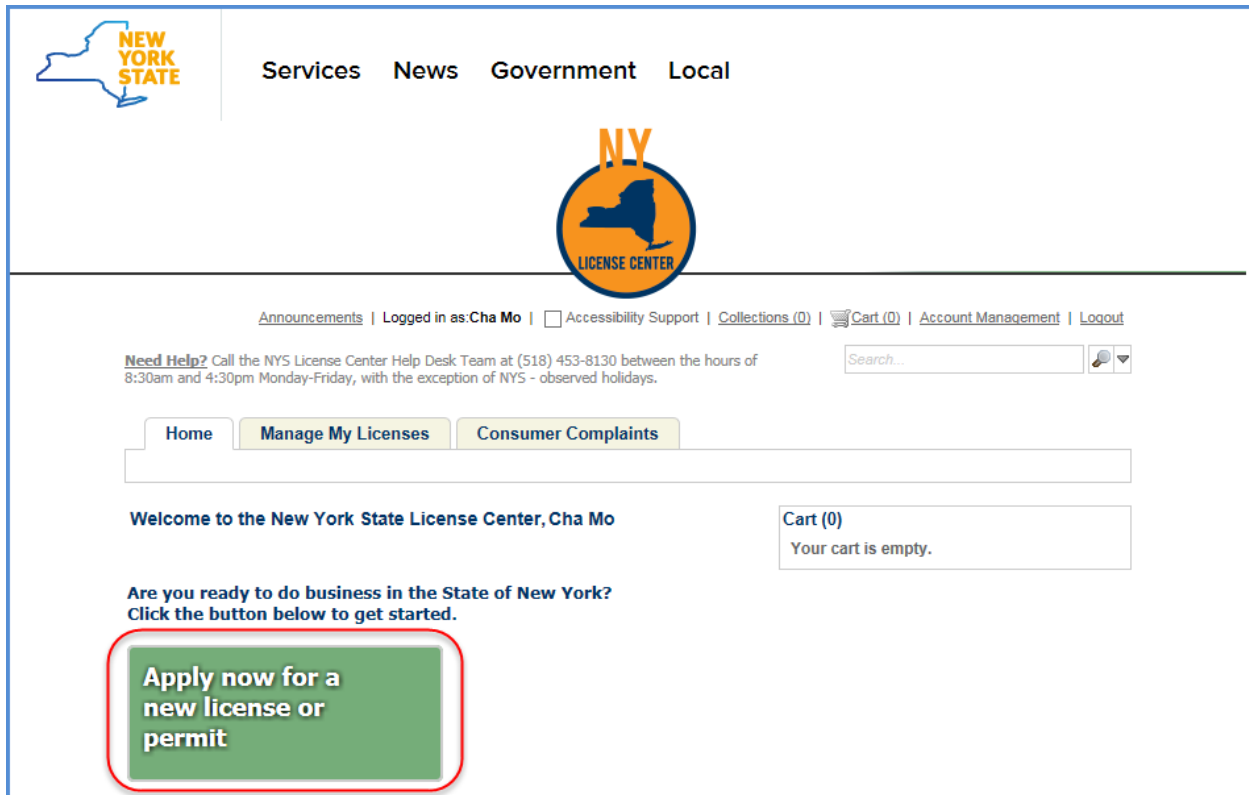
Claim License Record(s) Using Email PIN Code

This method is used for paper applications submitted to the Division of Licensing Services Office after January 6, 2014.

Please be sure to have the 'Claim Your Recent Application at the NYS License Center' email as you need this to complete the claiming process.

Start The Linking Process

Once in NY License Center click on 'Apply now for a new license or permit' to start the claiming process.



NY License Center Claiming Record(s) Guide
November 6, 2015

You also have the option to start the linking process from the 'Manage My Licenses' tab.

The screenshot shows the NY License Center website interface. At the top left is the New York State logo. Navigation links include Services, News, Government, and Local. A central NY License Center logo is present. A red callout bubble on the left states: "If you have the 'Manage My Licenses' tab open you may start the claiming process by clicking the 'Apply now! For a New License or Permit' link." The top navigation bar includes links for Announcements, Logged in as: Cha Mo, Collections (0), Cart (0), Account Management, and Logout. A search bar is located on the right. Below the navigation bar, there are three tabs: Home, Manage My Licenses, and Consumer Complaints. The 'Manage My Licenses' tab is active, and a red circle highlights the link "Apply now! For a New License or Permit" with a red callout bubble saying "Click here." Below the tabs is a "Records" section. It contains a paragraph explaining that the table displays records associated with the user's account and provides a link to associate licenses, permits, and other documents. Below this is another paragraph explaining that the table lists records associated with the account and provides instructions on how to use the table. At the bottom, there is a table showing records. The table has columns: Date Opened, Record Number, Agency, Record Type, Expiration Date, Status, Action, and Description. The first row shows a record opened on 11/06/2015 with Record Number AENS-A-15-00693, Agency DOS, Record Type Nail Specialty Application, Expiration Date Eligible for Exam, Status Amendment, and Description.

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Announcements | Logged in as: Cha Mo | Collections (0) | Cart (0) | Account Management | Logout

Search...

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

Click here.

Records

The table below only displays records associated with your License Center Account. [Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.](#)

Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.

Showing 1-20 of 112 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
11/06/2015	AENS-A-15-00693	DOS	Nail Specialty Application	Eligible for Exam	Amendment		

November 6, 2015

Both options bring you to the 'Privacy Policy' screen. Read and accept the 'PRIVACY POLICY' and click 'Continue'

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

Apply Now! For a New License or Permit

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

PRIVACY POLICY

Thank you for visiting the NYS License Center.

This website is designed to be the one stop source for licensure, registration and regulation for a multitude of occupations, professions, recreation and businesses. The purpose of this website is to make it faster and more efficient for New York citizens and businesses to interact with their State government for occupational, recreational, and professional licenses or permits. Like all online resources, we

☐ I have read and accepted the above terms.

Continue Application >

Select the carrot next to NYS License Center and an option to 'Link your NY.GOV account to an existing license' displays, check the box and click 'Continue Application.'

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

Apply for a License or Permit

Search

- ▶ Agriculture and Markets
- ▶ Department of State
- ▶ Department of Tax and Finance
- ▼ NYS License Center
 - ☒ Link your NY.GOV account to an existing license
- ▶ State Liquor Authority

Continue Application

Link Licenses Step 1

Click the 'Select from Account' button and the 'Select Contact From Account' window will display listing each 'Address Type' associated to your account. When there is only one 'Address Type' listed click 'Continue'.

If you have multiple addresses check the box in front of the 'Address Type' you wish to select and then 'Continue'.

The screenshot shows the 'Link Licenses' section of a web application. At the top, there are three tabs: 'Home', 'Manage My Licenses', and 'Consumer Complaints'. Below the tabs is a search bar. The 'Link Licenses' section has a progress bar with three steps: '1 License Link' (highlighted with a red box), '2 Review', and '3 Record Issuance'. A callout box points to the '1 License Link' step, stating 'Shows the step you are currently on'. Below the progress bar, the text reads 'Step 1: License Link > Applicant'. A paragraph of instructions follows: 'Please check the 'Auto-fill with' checkbox and select your name from the dropdown list. If you do not see your name either enter it in the form below or navigate to the Account Management link at the top of this page and add a new contact.' A note indicates '* indicates a required field.' Below this is a large grey box labeled 'Applicant'. A line of text says 'To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.' Below this are two buttons: 'Select from Account' (highlighted with a red box) and 'Add New'. At the bottom left is a button labeled 'Continue Application »'. At the bottom right is a link 'Save and resume later:' followed by a floppy disk icon.

The screenshot shows a window titled 'Select Contact from Account' with a close button (X) in the top right corner. The window displays the name 'Cha Mo' and the role 'Applicant'. Below this, it says 'Select contact addresses for this contact to attach to the record.' and 'Showing 1-1 of 1'. There is a table with three columns: 'Address Type', 'Recipient', and 'Address'. The first row shows an unchecked checkbox next to 'Home' under 'Address Type', and '123 1st St, Albany' under 'Address'. At the bottom left, there is a button labeled 'Continue' (highlighted with a red box) and a link labeled 'Discard Changes'.

'Contact added successfully.' will display when 'Applicant' information is complete, click 'Continue Application'.

Link Licenses

1 License Link

2 Review

3 Record Issuance

Step 1 : License Link > Applicant

Please check the 'Auto-fill with' checkbox and select your name from the dropdown list. If you do not see your name either enter it in the form below or navigate to the Account Management link at the top of this page and add a new contact.

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

✔ Contact added successfully.

Cha Mo
noreply@gmail.com
Home phone:(+001)555-555-5555
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

▼ **Contact Addresses**


Add Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Home		123 1st St, Albany	Actions ▼

Continue Application »

Save and resume later: 

NY License Center Claiming Record(s) Guide
November 6, 2015

Once at 'Link Licenses' page click on 'Add a Row'. Note: Do not click on the triangle next to 'Add a Row' you must click on the wording as indicated below. You are required to enter the 'PIN Code' from the 'Claim Your Recent Application at the NYS License Center' email. Sample email on the next page.

The screenshot shows the 'Link Licenses' section of the NY License Center. At the top, there are tabs for 'Home', 'Manage My Licenses', and 'Consumer Complaints'. Below these is a 'Link Licenses' header with three sub-tabs: '1 License Link', '2 Review', and '3 Record Issuance'. The '1 License Link' tab is active. Below the tabs, the text reads 'Step 1: License Link > PIN Code Entry' and 'Enter one or more PIN codes that you may have received from participating agencies via email or mailer.' A note indicates that an asterisk (*) indicates a required field. The main area is titled 'PIN Code Table' and shows 'Showing 0-0 of 0' records. Below this, there is a table with the header 'PIN Code' and the text 'No records found.' At the bottom of the table, there are three buttons: 'Add a Row', 'Edit Selected', and 'Delete Selected'. The 'Add a Row' button is highlighted with a red box and a red arrow pointing to it. A red box with text 'Click on the words 'Add a Row' do not click the triangle.' is also present. At the bottom right, there is a 'Continue Application >' button and a 'Save and resume later:' option with a floppy disk icon.

This screen appears after clicking 'Add a Row'.

The screenshot shows the 'LICENSE LINK' form. It has a title 'LICENSE LINK' and a label '* PIN Code:' followed by a text input field. Below the input field are two buttons: 'Submit' and 'Cancel'.

NY License Center Claiming Record(s) Guide
November 6, 2015

Sample email

The following is a sample of the claim record email. In this sample email the application number shown is linked to the 'NY License Center' account along with the temporary license record associated with this application.

Claim Your Recent Application at the NYS License Center



Wed 9/10/2014 10:07 AM

DOS eLicensing <dos_noreply@eLicensing.ny.gov>

Claim Your Recent Application at the NYS License Center

To: Doe, Jane

Dear Jane Doe:

We have received your paper application for your Cosmetology Application (AEC-A-14-03252). You are now able to follow the status of your application and maintain your license online. Please click on the link below and follow the instructions to create a NYS License Center account. You will need the PIN provided in this email to link your account to your paper application.

<http://licensecenter.ny.gov/claim-your-previous-license-history>

Once you have registered for the NYS License Center and login to your account, you may claim your paper application to link it to your login.

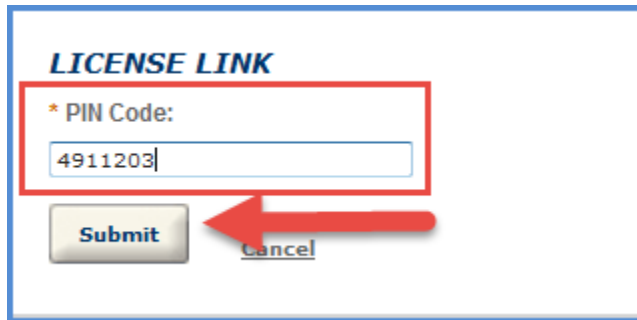
To claim your application, login to your account. On the Manage My License tab, click 'Apply now! For a new license or permit' You must read and agree to the privacy policy and continue the application.

Under the NYS License Center heading, click in the box next to Link your NY.GOV account to an existing license. Continue the application and proceed as instructed in the online application. To enter your PIN Code when prompted, click 'add a row'; enter the PIN Code provided below and submit; then click in the box next to your listed PIN Code and continue the application as prompted. You will receive a confirmation when your record has been successfully claimed.

PIN Code: 4911203

Division of Licensing Services
NYS Department of State

Enter 'PIN Code' and click 'Submit'



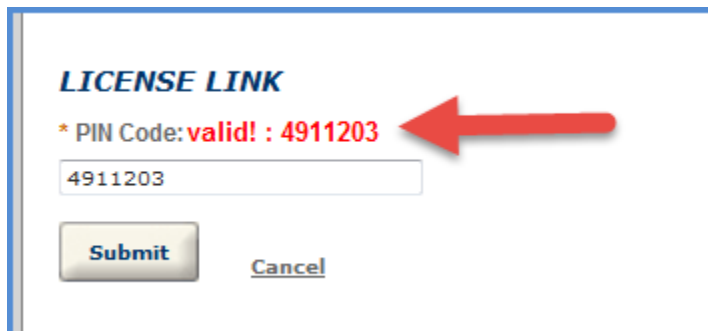
LICENSE LINK

* PIN Code:

4911203

Submit Cancel

After entering 'PIN Code' you receive a message stating the code is valid.



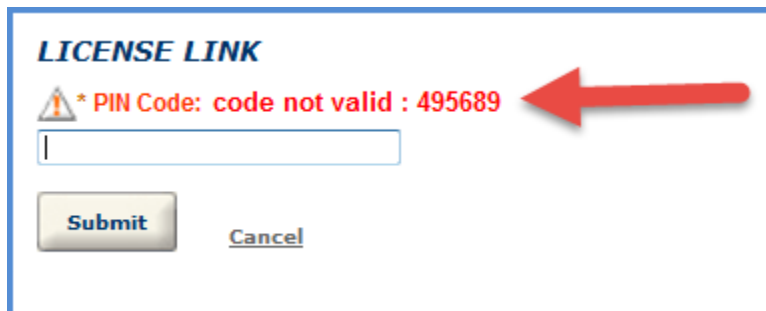
LICENSE LINK

* PIN Code: **valid! : 4911203**


4911203

Submit Cancel

If the 'PIN Code' is not valid verify 'PIN Code' and re-enter.



LICENSE LINK

 * PIN Code: **code not valid : 495689**

|

Submit Cancel

NY License Center Claiming Record(s) Guide
November 6, 2015

The 'PIN Code' submitted displays under the PIN Code Table. If you have multiple PIN Codes please click on the wording 'Add a Row' to enter and submit additional codes. Click 'Continue Application' once you have completed entering PIN Code(s).

Home Manage My Licenses Consumer Complaints

Link Licenses

1 License Link 2 Review 3 Record Issuance

Step 1: License Link > PIN Code Entry

Enter one or more PIN codes that you may have received from participating agencies via email or mailer.

* indicates a required field.

PIN Code Table

LICENSE LINK

Showing 1-1 of 1

<input type="checkbox"/>	PIN Code
<input type="checkbox"/>	4911203

Actions

Add a Row Edit Selected Delete Selected

Continue Application »

Save and resume later:

Link Licenses Step 2

The next screen is the review page. Review your information. If updates are needed, click the 'Edit' button to return to that specific section of the 'Link Licenses' process to change the information. If all information is correct Click 'Continue Application'.

Link Licenses

1 License Link 2 Review 3 Record Issuance

Step 2 : Review

Continue Application » Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Link Licenses

Applicant

Individual
Jane Doe

PIN Code Table

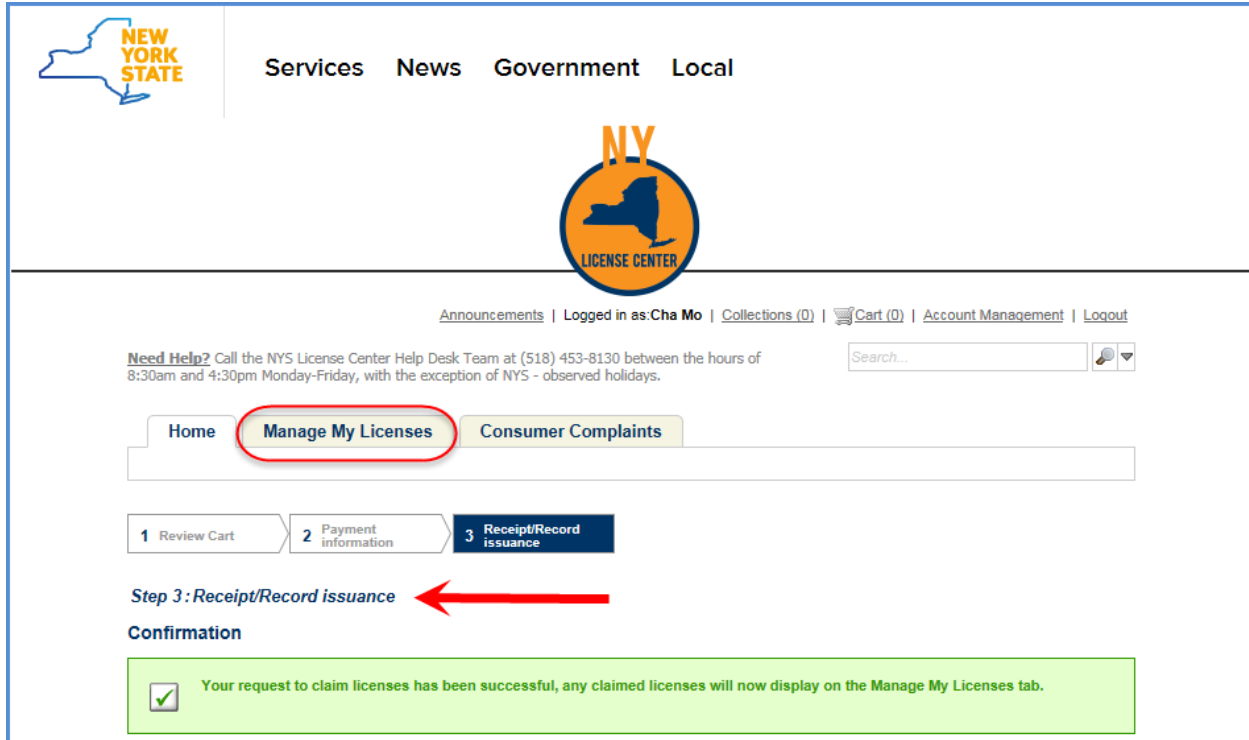
LICENSE LINK

PIN Code
4911203

Continue Application » Save and resume later:

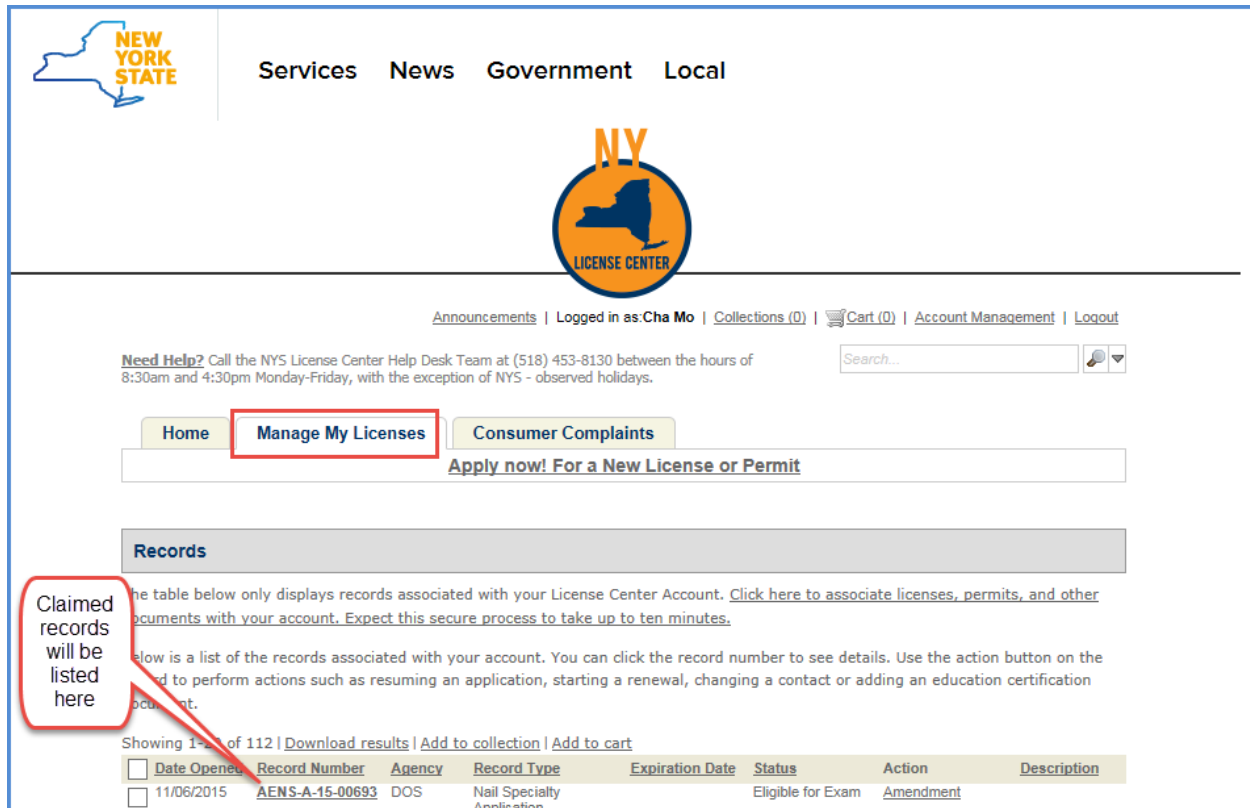
Link Licenses Step 3

Once you have completed the process a 'Receipt/Record issuance' screen is displayed. Your claimed record should now be linked to your 'NY License Center' account. Click on the 'Manage My Licenses' tab to view your record(s).



'Manage My Licenses' Tab

The record(s) linked are now available in the 'Records' list.



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LICENSE CENTER

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Need Help? Call the NYS License Center Help Desk Team at (518) 453-8130 between the hours of 8:30am and 4:30pm Monday-Friday, with the exception of NYS - observed holidays.

Search...

[Home](#) **[Manage My Licenses](#)** [Consumer Complaints](#)

[Apply now! For a New License or Permit](#)

Records

The table below only displays records associated with your License Center Account. [Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.](#)

Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification to your account.

Showing 1-2 of 112 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	11/06/2015	AENS-A-15-00693	DOS	Nail Specialty Application		Eligible for Exam	Amendment	

Linking a License Record using a PIN code is complete!